



**meenakshi
(india) limited**

CIN - L74300TN1987PLC014678



Admn. Office:
New No. 29/16, Whites Road,
3rd Floor, Royapettah,
Chennai - 600 014. INDIA
Phone : 91-44-42636795
: 91-44-28582862
Email : contact@milgroup.in
www.milgroup.in

Meenakshi India Limited is a leading manufacturer and exporter of woven apparels in Chennai, India. With over 25 years of experience, our products are exported to USA, Europe and Canada. For more information, check out our website <http://www.milgroup.in>. We are looking candidate for **Senior Manager - Finance and Accounts Role**.

Job Description

- Monthly MIS reporting for Management
- Assisting CFO in Year-end finalization and in Preparation & Filling of annual returns for the group in coordination with Statutory auditors and Secretarial Auditors.
- Liaison with External consultants for Statutory and other Compliances
- Coordinating with Secretarial auditors for Filling of various forms and documents with ROC under MCA-21 and Maintenance of registers as per ROC requirements
- Financial books reconciliation with GST books
- Verification of Purchase Bills/ Transport Bills/ CHA Bills etc with GRN in interaction with Factory and Vendor Ledger balance confirmation to suppliers on quarterly basis.
- Regular interaction with supply chain, logistics, purchase, regulatory department, domestic sales administration, and distribution regarding various activities involving financial implication and to exhort then for needful action
- Liaison with bankers on any issues on the documentation of forex payments including LCs
- Any ad hoc reports required by Managing Director, CFO & External auditors
- Ensuring that all statutory payments such as GST, TDS, ESI, and Prof. Tax etc. are made online in time by the company.
- Following of all statutory renewals & new registration and keeping comprehensive a data base and timely renewals including Advance Tax planning/Computation
- Monthly review of all statutory compliance in regard to payment, reporting and submit a status report to the management each month. Coordinate with company secretary and Internal auditor with regard to ROC and IT Compliance and comply with all disclosure requirements. Commence a system of quarterly review to understand gaps, reasons and evolve solution covering all areas.
- Prepare a list of pending cases with It department/ ROC/ Stock Exchanges any other Statutory Body, review and monitor the developments and progress and report to management each quarter.
- Gather inputs from Export Team and maintain a list of pending issues with regard to Excise, Customs, DGFT etc. which can have financial implication and possible contingent liability in order to pre-empt financial shock

Exp: 5-8 Year in Manufacturing. Candidate from Textile Sector background will have better advantage.

Language: Tamil, English (Hindi would be added advantage)

Location: Head office, Chennai

Qualification: CA or Any Commerce Postgraduate. Commerce Graduate with over 10 years of Experience in Manufacturing can also apply.

Interested Candidates can forward your resume in this email: hrd@milgroup.in



APPAREL MANUFACTURERS & EXPORTERS

Regd. Office : New No. 29/16, Whites Road, IV Floor, Royapettah, Chennai - 14. INDIA. PH : 91-44-28524628, 28524629